

## JOB DESCRIPTION

### JOB DETAILS:

Job Title:	Specialist Support Nurse in Hepatology
Band:	Band 6
Directorate:	Surgical Care Directorate
Department:	Gastroenterology, Hepatology Sub-Specialty
Base:	MPH
Responsible for:	Hepatology Assistant Practitioner.
Responsible to:	Matron - Surgical Directorate
Accountable to:	Associate Director of Nursing

### Job Purpose:

- The post holder will be responsible alongside the Lead Nurse for the day to day running of the Hepatology service. This will include running Nurse Led outpatient clinics within both a hospital setting and travelling to community-based centres for Outreach clinic.
- To take an active role in the development of the Hepatology service.
- To liaise appropriately with all key members of the multi-disciplinary including colleagues external to the Trust, national networks, and users of the Hepatology service.
- In addition, the post holder will be required to liaise with colleagues across the Trust, divisional lead nurses, the divisional management team and appropriate corporate directorates and teams.
- The post holder will liaise with colleagues external to the Trust and national networks and maintain clear lines of communication with primary healthcare and specialty teams to increase knowledge and facilitate the care of hepatology patients in the community to ensure cohesive multidisciplinary management.
- The post holder will liaise and interact with administrative support staff to deliver seamless care.
- The post holder will be required to use the Hepatology database HepCare to record all patients on treatment.
- This is a developmental post for those seeking to further their nursing career in Gastroenterology.



## Working relationships

INTERNAL: Consultants Outpatient Staff Pharmacy  
Ward Staff  
Professions allied to medicine  
Liver HCA  
Surgical Matron  
Consultants  
Secretaries  
Administrative staff

EXTERNAL: Patients/relatives/carers  
General Practitioners  
National Societies (British Liver Trust, Hep C Trust)  
CQUIN programme manager (ODN)  
Local/National support groups  
Liaison Services.  
Community Nurses

- To provide an autonomous nursing service using clinical expertise and judgement when treating patients with viral hepatitis as well a general hepatological disease.
- To care for viral hepatitis patients undergoing anti-viral therapy and post-treatment as necessary – including lifestyle advice, paracentesis management and palliative care.
- To take responsibility for own evidence-based practice and implement and add to the body of knowledge that supports nursing practice within the hepatology nursing team.
- To act as a resource and to identify patients for clinical trials in viral hepatitis
- To support a nurse led outreach service to manage and treat viral hepatitis patients
- To work according to protocol and ensure quality care provision through regular audit
- To provide coordinated care, in conjunction with senior medical staff, for example, complex patients with viral hepatitis undergoing antiviral therapy.
- To ensure that patients and their families are fully informed and supported.
- To participate in nurse led clinics for patients undergoing antiviral therapy according to agreed protocols within and externally to the Trust.
- To actively involve service users in providing feedback of their experience of the current service and suggestions for improvements.
- To perform and support paracentesis within the department.
- To identify patients with evidence of decompensated liver disease for discussion at liver MDT.



- To provide assistance to outpatients with liver disease who develop subacute deterioration in symptoms.
- To support patients with palliative liver disease and engage with the trust palliative care services.
- To provide a responsive service to support patients who are being worked up for liver transplant.



## **Duties and Responsibilities**

### **Communication and Key Working Relationships**

The post holder is required to communicate with patients, relatives and carers sensitive clinical information with a person-centred approach considering any barriers that may have an impact on the individual receiving and understanding the information.

Provide appropriate nursing advice and support to patients and their families, enabling them to make an informed choice based on all available treatment options. Particularly those with chronic liver disease, provide empathy and understanding with those as experts in their own condition. The post holder will need to support and signpost patients in their understanding of their condition through patient education and health promotion. Complex patient pathways can be discussed with the Lead Nurse as required.

Effectively assist in managing patient caseload, being an advocate for the patient and acted on, in liaison with the Hepatology multidisciplinary team (MDT). To communicate and contribute with relevant hepatology consultants during the regular MDT meeting to provide seamless and effective care management

In addition, the post holder will be required to liaise with colleagues across the Trust, divisional lead nurses, the divisional management team and appropriate corporate directorates and teams. The post holder will liaise with colleagues external to the Trust and national networks and maintain clear lines of communication with primary healthcare and specialty teams to increase knowledge and facilitate the care of Hepatology patients in the community to ensure cohesive multidisciplinary management

Assist in the development and delivery of training and education for ward-based nursing teams. To be a source of support to the ward-based gastroenterology nursing team. Assist the Lead Hepatology CNS in working with Hepatology nurse specialists in adjacent Trusts for transfer of knowledge and best practice.

### **Planning and Organisation**

Plan, organise and effectively manage own caseload, including Outpatient clinic, Outreach (Bridgwater) Clinic and telephone clinics.

Covering clinical demands and that of the service during periods of absence (annual leave) of Lead Nurse.

### **Analytics**

Data entry, collection, and presentation methods

Good understanding of needs of patients and the development of services in line with the National Priorities

Able to think strategically and lead/manage projects

Computer literate



## **Responsibility for Patient / Client Care, Treatment & Therapy**

To assist in providing an autonomous nurse led service by receiving direct referrals to the viral hepatitis treatment programme from medical consultants, Somerset Drug and Alcohol Service (SDAS), Primary Care and Palliative Care.

To develop skills to carry out comprehensive assessment and follow up with appropriate action, including referral to medical specialists for relevant chronic health care conditions. Provides specialised care, inter-professional collaborative practice and consultation to patients based on national guidelines, specific patient pathways and specialist competences.

To act as an advocate to empower patients, their families, and other carers to participate in decisions concerning their care. Discusses with patients and their families/carers the significance of medical investigations, test results and treatment options.

Assess the health care needs of the patients considering age, vulnerability, lifestyle, cultural and ethical background. To identify the physical, social, and psychological needs of hepatology patients and monitor outcomes using a nursing assessment tool. Implementing and documenting an appropriate management plan.

To monitor patient concordance with treatment and recognises barriers as well as patient's individual treatment choices. To reassess as appropriate.

### **QUALITY/ SERVICE IMPROVEMENT:**

Assist in the planning and implementation of clinical audit and quality programmes, such as auditing activity and effectiveness in comparison with national standards, treatment compliance rates, patient satisfaction and quality of life measurements.

Participate in local, regional, or national research projects and trials, assisting in identifying and recruiting patients where appropriate.

Ensure that professional practice is evidence based.

## **Policy, Service, Research & Development Responsibility**

Contribute to data collection for departmental statistics and audits.

Have an awareness of current /ongoing government proposals which may impact on service and patients.

Adhere to local policies and procedures.

To remain current with evidence based practice.

## **Responsibility for Finance, Equipment & Other Resources**

To assist in evaluating the service in terms of clinical effectiveness, clinical excellence and value for money.

To ensure the best use of available resources is used to provide a cost-effective service.



### **Responsibility for Supervision, Leadership & Management**

Ensure that feedback mechanisms are in place to facilitate the review of patients when necessary with either lead Hepatology Nurse Specialists, Consultants and medical teams.

Demonstrate commitment to high quality care through on-going professional development, monitoring and evaluation of nursing practice standards in partnership with other members of the MDT.

Assist in the development of the Hepatology service through collaborative working with key individuals and ensuring that improvements in the service will promote good practice.

Engage with users and carers in any service development process.

Participate in the review and updating of specialist policies and protocols in relation to the viral hepatitis treatments for patients, ensuring they are monitored against standards laid down by the Operational Delivery Network (ODN), Trust policy, professional codes and statutory requirements.

Maintain professional registration by complying with individual performance review and personal development recommendations.

Understand and apply the principles of clinical governance and risk management.

### **Information Resources & Administrative Duties**

Maintain accurate records and data bases (both local and regional) for patients with hepatitis including HepCare.

Acknowledge importance of the research process by contributing ideas, collecting data, sharing knowledge, and applying new findings

### **Any Other Specific Tasks Required**

The post holder will be IT literate and competent in such programmes as Word, Excel, Outlook PowerPoint and other programmes on the hospital computer network.

Be familiar with accessing hospital patient systems such as Maxims and histopathology  
Use the Trust computer systems to access email daily.

Maintain patient confidentiality especially when accessing hospital IT systems

### Infection Control

To follow the Trust's Infection Control and Precaution protocols and adhere to the IP&C policies.

All staff are responsible for delivering best practice and are required to accept polite feedback with good grace.



## **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

## **General Information**

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

## **Confidentiality**

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

## **Equality & Diversity**

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

## **Safeguarding**

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

## **Risk Management / Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.



## **Records Management**

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

## **Clinical Governance**

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

## **Prevention and Control of Healthcare Associated Infection**

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

## **Smoking**

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

## **Policies & Procedures**

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

## **Sustainability Clause**

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.



## Person Specification

**This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and other requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).**

Requirement	Essential / Desirable	How Assessed
<b><u>QUALIFICATIONS &amp; TRAINING</u></b>  1 <sup>st</sup> level Registered Nurses Current NMC registration Willingness to undertake studies at a degree level in a relevant field  Health Promotion Course ENB998 teaching and assessing course or equivalent mentorship preparation course  Management Qualification	<b>Essential</b>    <b>Desirable</b>  <b>Essential</b>   <b>Desirable</b>	<b>Application form and interview</b>
<b><u>KNOWLEDGE</u></b>  In depth knowledge of care required by patients with general gastroenterology/Hepatology conditions  Up to date knowledge of current evidence-based practice in nursing  Ability to work autonomously within given protocols/policies Knowledge of relevant NHS legislation to include clinical governance/COSHH/Health & Safety/Infection Control/Clinical Waste/ Manual handling/PEAT/Confidentiality and the Data Protection Act.  Use and knowledge of the HepCare database.	<b>Desirable</b>	<b>Application form and interview</b>
<b><u>EXPERIENCE</u></b>  Effective working with multi-disciplinary teams. A minimum of 2 years post qualification experience.  A track record of practice excellence and innovation  Managing clinical and cultural change in the care of patients within gastroenterology	<b>Essential</b>   <b>Desirable</b>  <b>Desirable</b>	<b>Application form and interview</b>



<p>Knowledge or experience of caring for patients with palliative conditions</p> <p>Management experience at ward level</p> <p>Teaching and supervising of junior staff in both formal and informal settings.</p> <p>Experience of audit/research.</p> <p>Completed period of preceptorship.</p> <p>Previous involvement in change management</p>	<p><b>Desirable</b></p> <p><b>Desirable</b></p> <p><b>Desirable</b></p> <p><b>Desirable</b></p> <p><b>Desirable</b></p> <p><b>Desirable</b></p>	<p><b>Application form and interview</b></p>
<p><b><u>SKILLS &amp; ABILITIES</u></b></p> <p>Venepuncture</p>	<p><b>Essential</b></p>	
<p><b>COMMUNICATION SKILLS</b></p> <ul style="list-style-type: none"> <li>• Evidence of a good standard of Literacy / English language skills</li> <li>• Excellent interpersonal skills with the ability to manage difficult/stressful situations effectively.</li> <li>• Counselling skills</li> <li>• Good communication skills, both written and verbal.</li> <li>• Able to prioritise workload and meet deadlines.</li> <li>• Leadership and influencing skills.</li> </ul>	<p><b>Essential</b></p>	<p><b>Application form and interview</b></p>
<p><b>PLANNING &amp; ORGANISING SKILLS</b></p> <ul style="list-style-type: none"> <li>• Able to prioritise workload and meet deadlines.</li> <li>• Leadership and influencing skills.</li> <li>• Time management and delegation skills within a small team.</li> <li>• Supervising, teaching, and assessment of ward staff.</li> <li>• Confident in teaching</li> <li>• Effective resource management.</li> </ul>	<p><b>Essential</b></p>	<p><b>Application form and interview</b></p>
<p><b>PHYSICAL SKILLS</b></p> <p>Able to work across sites at Musgrove and Bridgwater</p>	<p><b>E</b></p>	



Occasional travel to Network sites (Plymouth and Exeter)	E	Application form and interview
<b>OTHER</b> <ul style="list-style-type: none"> <li>Willingness to use technology to improve standards of care and support to our patients</li> </ul>	E	
<b>SUPPORTING BEHAVIOURS</b> <p>To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.</p> <ul style="list-style-type: none"> <li>Kindness</li> <li>Respect</li> <li>Teamwork</li> </ul>		

### SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions		√	
Working in physically cramped conditions		√	
Lifting weights, equipment or patients with mechanical aids	√		
Lifting or weights / equipment without mechanical aids		√	
Moving patients without mechanical aids		√	
Making repetitive movements	√		
Climbing or crawling		√	
Manipulating objects	√		
Manual digging		√	
Running		√	
Standing / sitting with limited scope for movements for long periods of time		√	
Kneeling, crouching, twisting, bending or stretching		√	



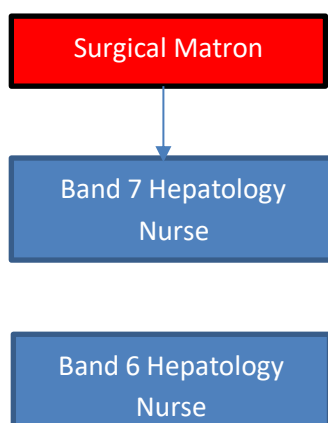
Standing / walking for substantial periods of time	√		
Heavy duty cleaning		√	
Pushing / pulling trolleys or similar		√	
Working at heights		√	
Restraint ie: jobs requiring training / certification in physical interventions		√	
<b>Mental Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Interruptions and the requirement to change from one task to another ( give examples)	√		
Carry out formal student / trainee assessments	√		
Carry out clinical / social care interventions	√		
Analyse statistics	√		
Operate equipment / machinery	√		
Give evidence in a court / tribunal / formal hearings	√		
Attend meetings (describe role)	√		
Carry out screening tests / microscope work		√	
Prepare detailed reports	√		
Check documents	√		
Drive a vehicle	√		
Carry out calculations	√		
Carry out clinical diagnosis	√		
Carry out non-clinical fault finding		√	
<b>Emotional Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Processing (eg: typing / transmitting) news of highly distressing events	√		
Giving unwelcome news to patients / clients / carers / staff	√		
Caring for the terminally ill	√		
Dealing with difficult situations / circumstances	√		



Designated to provide emotional support to front line staff	√		
Communicating life changing events	√		
Dealing with people with challenging behaviour	√		
Arriving at the scene of a serious incident		√	
<b>Working conditions – does this post involve working in any of the following:</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Inclement weather		√	
Excessive temperatures		√	
Unpleasant smells or odours		√	
Noxious fumes		√	
Excessive noise &/or vibration		√	
Use of VDU more or less continuously		√	
Unpleasant substances / non household waste		√	
Infectious Material / Foul linen	√		
Body fluids, faeces, vomit	√		
Dust / Dirt		√	
Humidity		√	
Contaminated equipment or work areas	√		
Driving / being driven in <b>Normal</b> situations	√		
Driving / being driven in <b>Emergency</b> situations		√	
Fleas or Lice		√	
Exposure to dangerous chemicals / substances in / not in containers		√	
Exposure to Aggressive Verbal behaviour	√		
Exposure to Aggressive Physical behaviour	√		



## Department Organisational Chart



The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

### **Job Profile Agreement**

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			

